

Zoning Regulation Amendment Request Form

Howard County
Comprehensive Zoning Plan
Department of Planning and Zoning

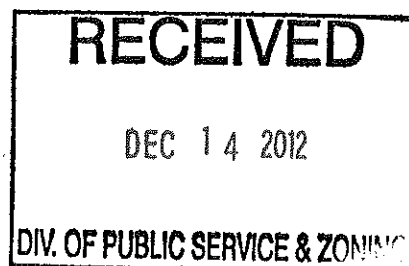
Before filling out this form, please read the
Instructions section at the end of the form.

A. Applicant Information

- 1 Applicant Name Jane Caswell
- 2 Mailing street address or Post Office Box 12772 Scaggsville RD
City, State Highland, MD
ZIP Code 20777
Telephone (Main) 4103003694
Telephone (Secondary) 3018543785
Fax
- 3 E-Mail Jane.kcaswell@a@gmail.com

B. Representative Information (If different than above).

- 4 Name
Mailing street address or Post Office Box
City, State
ZIP
Telephone (Main)
Telephone (Secondary)
Fax
E-Mail
- 5 Association with Applicant



C. Brief Description of the Requested Zoning Regulation Amendment

- 6 To ammend section 131.N.7 to reduce restrictions for Beauty shops as stated under 'Conditional Uses'
 - ① To increase # of employees on lots 1acre + larger
 - ② To ease restriction on person must live in residence.

D. Explanation of the Basis / Justification for the Requested Zoning Regulation Amendment

7 The current zoning regulations need updating.

E. List of Attachments/Exhibits

8

F. Signatures

9 Applicant

Jane K. Caswell

Applicant (2)

Date

12/14/2012

Date

☐

Additional applicant signatures? **X** the box to the left and attach a separate signature page.

10 Representative
Signature

Date

DPZ Use Only		Amendment No.	
Notes			

G. Instructions for the Comprehensive Zoning Plan Zoning Regulation Amendment Request Form

This form was designed for use as a Microsoft Office Word 2007 document. It is preferred that these request forms be filled out using this Word version. If you want to fill out a hand-written (or typed) request form instead, print out this form and use it for that purpose.

To move between the table entry areas, you can Tab or Right Mouse Click. The table entry areas are formatted; do not alter this formatting.

General Instructions

The table areas within the form are "expandable", but if you cannot fit the information within the allotted space, mainly in Section C and Section D, you may include attachments as indicated in the instructions below.

Only paper request forms with original signatures will be accepted for processing (i.e., no email or faxed versions). When you submit the request form, please do not include these instruction pages.

If you are proposing actual new text, either as an amendment to current text or as completely new text, that new text must be included as an attachment and must be the format that the new text is in CAPITALS and any current text to be deleted is in strike through.

THESE INSTRUCTIONS ARE KEYED TO THE ITEM NUMBERS TO THE LEFT OF THE AREAS TO ENTER INFORMATION.

1 Applicant Name

1 Enter the applicant(s) name(s). If the applicant is a business entity of some type, enter the business entity name.

2 Enter the mailing address at which the applicant(s) will directly receive mail, and the telephone number(s) which can be used to directly contact the applicant(s). If the applicant is a business entity, also enter the appropriate contact person's name next to the telephone number(s).

3 Enter the email address(es) which can be used to contact the applicants(s). Although this entry is optional in consideration of those who may not use email, it is highly recommended that you provide this information if you do use email because email is a quick, effective, and relatively non-intrusive method of contacting applicants. If you are reluctant to provide a personal email address, please consider setting up an alternate email address for this purpose.

4 Enter the name and other contact information of the person officially representing the applicant(s), if applicable.

5 Enter the description of how the representative is associated with the applicant(s) (e.g., "Attorney", "Employee", "Designated Representative")

6 Enter a brief description of what is proposed with the requested Zoning Regulation Amendment. Examples of this are:

"To amend Section 131.N.6 of the Conditional Use regulations to add Frisbee Golf Courses as a new use in the Outdoor Athletic Facilities category", and

"To amend the Zoning Regulations to establish a new Zoning District called the CR (Commercial Redevelopment) Overlay District."

It is required that you provide a true summary statement on the form at a minimum. **Forms will not be accepted** if Section C. only includes a statement like "See attached supplement", "See attached exhibit" or similar. The purpose of this is to give persons an "at-a-glance" basic understanding of the request, without requiring an in-depth review of all the longer explanation details.

7 Enter an explanation of why you believe the requested new/amended regulation is more appropriate than the existing regulation(s) and/or the factors that you believe justify or recommend the requested new zoning regulation or are evidence of why the current zoning regulation is no longer suitable. Try to not expand the table beyond the space given. If you want or need to provide a longer explanation than can fit in the space given, enter the most concise explanation as you can, and then state "See the attached continuation". It is required that you provide a true summary statement on the form at a minimum. **Forms will not be accepted** if Section D. only includes a statement like "See attached supplement", "See attached exhibit" or similar. The purpose of this is to give persons an "at-a-glance" basic understanding of the justification, without requiring an in-depth review of all the longer explanation details.

- 8 If there are attachments or exhibits, enter a list of the items here in the format: 1. [Description of first attachment]; 2. [Description of second attachment]; etc. To save space, list across left-to-right, not as a table with each item on its own line. The purpose of this section is to have a list to check against the exhibits, in case an exhibit might become lost or misplaced. **Note: If you are proposing actual new text, either as an amendment to current text or as completely new text, Attachment No. 1 must be that proposed new text in the format described above.**
- 9 The applicant(s) must sign the request. Prior to printing the form and signing it, enter the name of the person signing at the top-left portion of the signature area:

9 Applicant Jane Doe

Please note that if the applicant is a business entity, this entry should be the name of the person authorized to sign on behalf of that entity, not the name of the entity. Then print the form and sign and date it in ink. (Remember, there is no need to print these instructions!) If your printer supports duplex printing (i.e., printing on both sides), print the form that way, otherwise, print as two pages. If there are more than two property owners of record, "X" the box as indicated and provide an attached page with any additional names and signatures.

- 10 If applicable, the person listed as the representative in Section B. signs and dates here.

Deadline for Submission

Forms must be submitted no later than 5:00 p.m. on December 14, 2012.

To submit the form by mail or other delivery service, the address is:

**Ms. Cindy Hamilton, Chief
Division of Public Service and Zoning Administration
Department of Planning and Zoning
3430 Court House Drive
Ellicott City, Maryland 21043**

How to Submit the Form

To submit the form in person, drop off at: **Zoning Service Counter, 1st Floor
3430 Court House Drive
8:00 a.m. to 5:00 p.m., M through F**

You can also send in a copy of the form by email to compzoning@howardcountymd.gov. As an alternate to the form, Zoning Regulation Amendment requests may also be in the format of a letter, provided that the information in Sections A through F is included.

Principal contact in the Division of Public Service and Zoning Administration:

Bob Lalush compzoning@howardcountymd.gov

If You Have Any Questions

Secondary Contacts at same email address: Cindy Hamilton - Zan Koldewey - JJ Hartner

Due to staff time constraints in conducting the Comprehensive Zoning process concurrently with the usual case load, email is the preferred method of communication. Phone messages can be left at 410-313-0500, but responses may be delayed at times. We apologize for any inconvenience caused by such a delay.